Consent Agreement (Record ID LAND-CA-$$YY$$-$$SEQ06$$) Information Sheet

Application Description

A Consent Agreement is an optional process that allows the applicant to negotiate a compromise agreement when their Rights Determination Application was denied.

New Process

- **Application Intake:** Applications can be submitted on-line or in-person to DSD Land Entitlement In-Take Staff. This request is assigned to the same Land Development Staff member that was assigned the "Final Decision" Task for the Parent Record.

  Once applicant successfully submits the application and pays the required base fees, BuildSA will automatically establish the relationship of "child" and generate the following tasks:

Completeness Review Task:
- The Completeness Review Task is automatically "completed" if all required documents are uploaded on-line (*see documents*).
- If the application is submitted via hardcopy, Land Entitlement In-Take Staff enters the application online. Land Entitlement In-Take Staff scans/uploads the hard copies to BuildSA and generates an invoice for customer. After customer pays fee, the task is assigned to the same Land Development Staff assigned the "Final Decision" Task for the Parent Record.
    - o If not complete, Land Development Staff will select at least 1 deficiency and update the task status to "Additional Information Required"
    - o If complete, Land Development Staff will update the task status to" Completed" and initiate the Technical Review Task.

- IMPORTANT: If there is an outstanding balance on the application, Land Development Staff will not be able to update the task to "Completed."

Performance Goal - 5 Business Days

Technical Review Task:
- This task is assigned to the same Land Development Staff that was assigned the Completeness Review for the Consent Agreement. The Land Development Staff will complete the Technical Review and make a recommendation for approval, approval with conditions, or denial.
    - o If incomplete Land Development Staff finds information is required, Land Development Staff will select at least 1 deficiency
    - o If complete, Land Development Staff will update the task status to "Approved," Approved with Conditions," or "Denied" which will close this task and move the application to the Final Decision Task.

- IMPORTANT: If there is an outstanding balance on the application, Land Development Staff will not be able to update the task to "Completed

Performance Goal - 20 Business Days

Final Decision:
- BuildSA will generate this Final Decision Task once the Technical Review is completed by the Land Development Staff. Land Development Staff will seek final approvals outside of BuildSA to complete this task and will update the task to "Approved," Approved with Conditions," or "Denied". An email notification is generated by BuildSA to the customer. If approved, Final Consent Agreement is also attached to the email.
- The process involving the City Attorney's Office and the City Manager's Office reviews are manual and completed outside of the BuildSA System.

Consent Agreement (Record ID LAND-CA-$$YY$$-$$SEQ06$$) Information Sheet

Build SA

Required Documents

The following documents are required with the application based on the responses the applicant provides on the application:

- **Draft Consent Agreement (PDF and .DOC) -** required at Application Intake.
- **Original Application** – Only required if applicant submitted hardcopy (uploaded by DSD Staff)

The following documents are optional:

- Permit Contracts
- Utility Service Agreement
- Master Development Plan
- PUD Plan
- Plat Application
- Approved Plat
- Building Permit
- Other Supporting Documentation
- Site Plan
- Aerial
- Cover Letter

Additional Notes

Associated Parent/Child Records: Applicants can submit an application for a *Withdrawal/Refund* and/or *Add/Remove Contact* at any time in the process.

There is a separate application for *Rights Determination*. **Note**: This *Consent Agreement* (child record) application must be associated with a Rights Determination (parent record).

This application is subject to the 3% DSD and 3% Technology Surcharges.

Fees

Fees are generated by BuildSA based on business rules. All base fees must be paid before technical review.
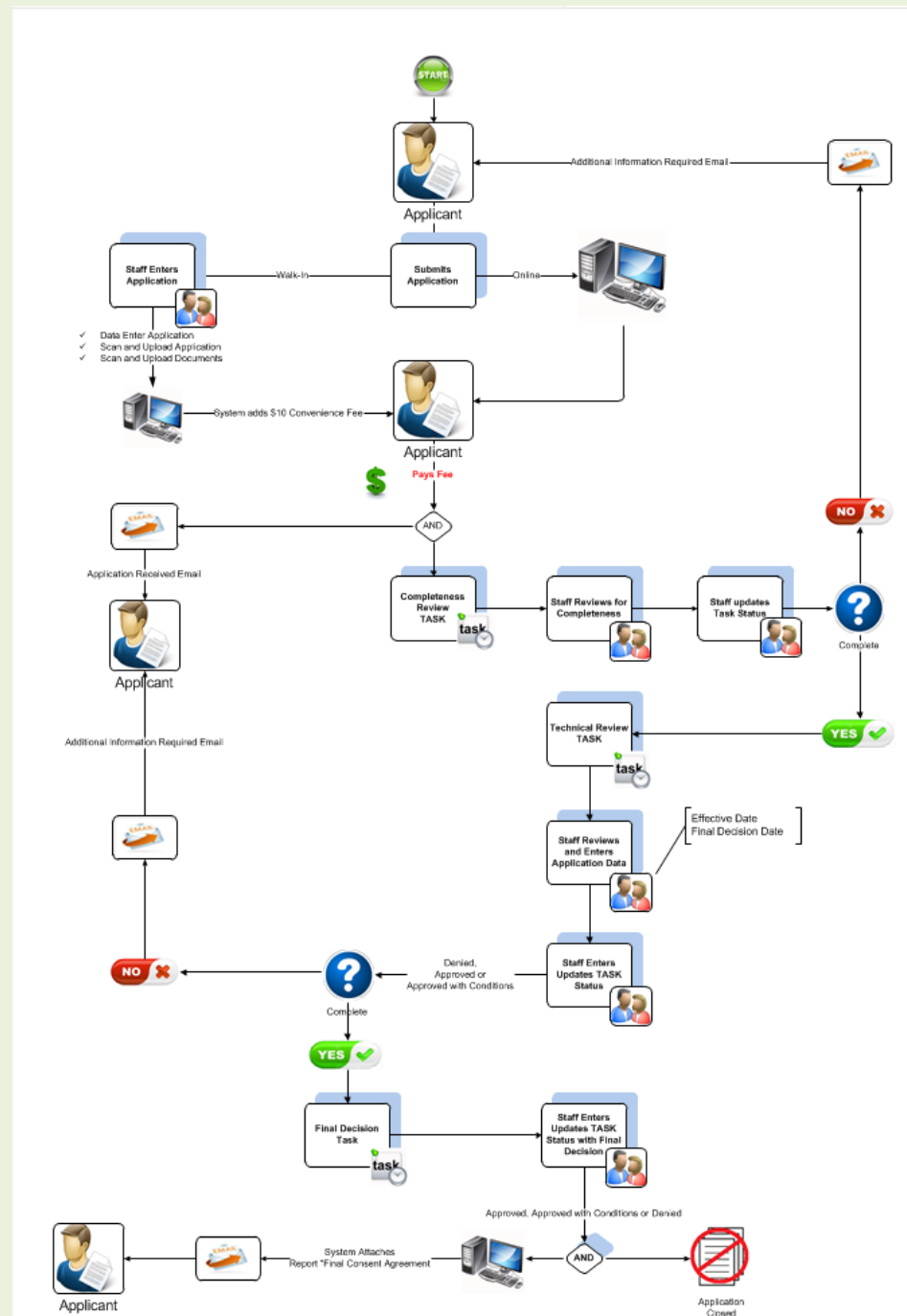
Consent Agreement Flat Fee- $500.00

Land Development - Convenience Fee Flat $10.00 (If not submitted online)

What's Changing?

General:

- Existing following hard copy application for Rights Determination will need to be updated.
    - Right Determination/Consent Agreement Application
- Please verify if Information Bulletins or any other Consent Agreement related applications also may require updating.
- DSD website content/documents may also require updates. Staff will need to verify.
- Currently use one hard copy application for Consent Agreement and Rights Determination. In BuildSA there will be a separate record type for each.
- If customer submits hard copy application Land Entitlement Staff will be required to scan and upload hard copies.

Consent Agreement Communications

Variables	Addressee	Message Type	Message Subject	Message Content	Name	Script
Record Type Record ID Workflow Status Date Deficiency List(TSI) ACA URL Workflow Reviewer Name Reviewer email Agency Name	All contacts with e-mail addresses	E-Mail	<Agency Name> has Requested Additional Information for <Record Type> - <Record ID>	<Agency Name> has reviewed your application on <WorkflowStatusDate>. In order to continue processing your request, we will need the following item (s): <Deficiency List(TaskSpecificInformation)> For your convenience you may submit these items on-line <ACA link> . Please contact the assigned reviewer from <Agency Name>, <reviewer name>, <reviewer email>, with any questions or comments.	Additional Information Required	RDCA-08
Record Type Record ID ACA URL	All contacts with e-mail addresses	E-Mail	Receipt Confirmation for <Record Type> - <Record ID>	This email confirms that the City of San Antonio has received your application for <Record Type> - <Record ID>. For your convenience, you may track the progress of your application on-line at <ACA link>.	Application Received	RDCA-09
Record Type Record ID Record Status Agency Name, Reviewer Name Reviewer email	All contacts with e-mail addresses	E-Mail	Notification Results for <Record Type> - <Record ID>	Development Services has reviewed your <Record Type> - <Record ID> application. Your request was <Record Status>. Please contact the assigned reviewer from <Agency Name>, <reviewer name>, <reviewer email>, with any questions or comments.	Application Final Decision	RDCA-24